

## Heartland Policy Sections (draft of table of contents)

1. Hiring
  - a. Intro
  - b. Equal Employment Opportunity
  - c. Ethic/Nepotism
  - d. Background Check
  - e. ADA
  - f. Non-Harassment
  - g. Probation
  - h. Volunteers
2. Pay Policies
  - a. Pay Day
  - b. Payroll Deductions
  - c. Raises
3. Duties and Expectations
  - a. Staff Conduct
  - b. Communication Protocol
  - c. Appearance & Personal Hygiene
  - d. Physical Abilities
  - e. Personal Use of Office Equipment
  - f. Drug, Smoke, Vape, and Alcohol Free Workplace
  - g. Hours & Attendance
  - h. Extra Hours & Comp Time
  - i. Absenteeism & Tardiness
  - j. Disciplinary Action
  - k. Evaluations
4. Benefits
  - a. Health
  - b. Worker's Compensation
  - c. Travel Reimbursement
  - d. Staff Professional Development
  - e. Retirement
5. Leave
  - a. Vacation
  - b. Sick
  - c. Bereavement
  - d. Military Leave
  - e. FMLA
  - f. Leave Without Pay
  - g. Citizenship Leave
  - h. Request for Leave
  - i. Resignation
  - j. Retirement
  - k. Termination/Discharge

6. Closings

- a. Holiday
- b. Snow & Weather
- c. Epidemic & Emergency